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Library Trustees Minutes 06-26-2001

June 26, 2001

Call to order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud, assistant director Cindy Diminture and Nancy Gentile, Head of Adult Services.

Approval of minutes

The minutes of the May 10, 2001 meeting were approved as written, on a motion by Ms. Ruderman ; seconded by Ms. Muldoon. Passed unanimously.

Robbins print collection

Nancy Gentile presented the trustees with a report regarding the Robbins Print Collection project. She discussed the visit this week from Julian Tavener, an appraiser with Haley and Steele. He sampled representative prints from 25-30 boxes. Mr. Tavener is a specialist in mezzotints, a particular type of print with gradations of shading. Our collection contains several of these. Ms. Gentile and Ms. Loud recommend that the amount of \$4500 should be allotted for him to perform a selective appraisal of the collection. It is estimated that this will take approximately 5-6 days. The trustees asked that they obtain something in writing from the appraiser stating what the end product of the appraisal will be. Ms. Gentile will follow up on this. Mr. Murphy asked about scheduling for the appraisal. Ms. Gentile replied that he has other work during the month of July so he would probably start in August. Ms. Ruderman made a motion ; seconded by Ms. Radochia, to allocate a sum not to exceed \$4500 for this appraisal work, the money to come from the Robbins Print fund. Passed unanimously. The second part of the report concerned accessioning the prints for loan. Ms. Gentile recommends hiring a library assistant to create database records for accessioning the prints, to document what we are sending to the art schools. Ms. Ruderman wondered whether this might require more expertise than would be possessed by a library assistant ; perhaps a cataloger would be needed, depending upon the level of detail required. Ms. Radochia made a motion ; seconded by Ms. Lawrence, to allocate \$1500 to pay for this work at fifteen hours per week for eight weeks. Passed unanimously. This money would come from the Robbins Print fund. Ms. Gentile raised the question of whether the trustees prefer to approve a list of schools for loan of the prints or approve on a school-by-school basis after each loan document is prepared. The consensus was that the board should approve each transaction. This procedure can be re-evaluated at a later date. Ms. Ruderman asked that the library verify accreditation of the schools to which loans will be made. Some members of the board felt that photographic documentation should be made of prints to be loaned (for example, prints worth a certain amount of money, or a representative sample of all loaned prints). Ms. Gentile and Ms. Loud will continue to investigate suitable offsite storage facilities for the uncataloged prints. The board members thanked Ms. Gentile and Ms. Loud for their hard work on this project. The amount of money allocated to date for payments to Ms. Gentile has been expended. Ms. Muldoon made a motion ; seconded by Ms. Lawrence, to add \$500 to this fund from the Robbins Print collection for work done through June 30, 2001. Passed unanimously. For personnel costs for FY2002, a sum of \$2000 was voted on a motion by Mr. Murphy ; seconded by Ms. Ruderman. Passed unanimously.

Communications

Ms. Loud received a letter apprising the Board of Trustees that the library has been named as a beneficiary in the will of Evelyn C. Barry. A copy of the letter has been sent to Town Counsel for interpretation. A letter of acknowledgement will be sent to the office of Ms. Barry's lawyer, with a copy to her sister, Mary P. Barry. 2. A music teacher at the Arlington High School, Pat Tassone, asked whether the library would take a donation of a grand piano, which is now located at Town Hall. The trustees regretfully declined the gift. A prior decision had been made not to host recitals here and there is insufficient space.

Election of officers

The nominating committee composed of Ms. Muldoon and Ms. Deal recommended the following slate of officers for the upcoming year:

Chairperson – Joyce Radochia

Vice Chair – Katharine Lawrence

Treasurer – Barbara Muldoon

Russell Fund Liaison – David Castiglioni

Ms. Diminture agreed to continue taking the meeting minutes. A motion was made by Ms. Ruderman ; seconded by Mr. Murphy, to approve the slate as nominated. Passed unanimously. All of the trustees thanked Ms. Deal for her terms of service as Chairperson.

FY2002 Russell Fund Budget

*A request was made by the Children's Dept. to re-allocate some funds from the FY2001 budget. Mr. Castiglioni made a motion to approve these re-allocations; seconded by Ms. Ruderman. Passed unanimously.

The proposed FY2002 budget is \$30,780, broken down in the following way:

Coordinator's salary - \$5,655 ; Baby bundles - \$600, Kindergarten kits - \$900 ; Programs - \$13,825 ; Materials - \$5,500 ; Young Adult materials and programs - \$4,300. The coordinator's salary has been raised by \$780 to bring the hourly rate in line with the entry-level rate for Senior Library Assistants in the town's new classification and pay plan. A motion was made by Mr. Castiglioni ; seconded by Ms. Ruderman , to approve the Russell Fund FY2002 budget. Passed unanimously.

Author program

The first choice for the fall author program, Bill Bryson, declined the library's invitation, since he will be traveling during that time period. Other possibilities discussed were : Ellen Goodman, David Nyhan, Dan Shaughnessy, Anita Diamant, Gish Jen, Bill Littlefield and Thomas O'Connor who as written a history of Boston called Boston A to Z. The trustees agreed that they would like to pursue Thomas O'Connor as a first choice, followed by Ellen Goodman and David Nyhan. A date in early November is preferred.

Preliminary discussion of FY2002 trustees and administrative goals and objectives

Ms. Loud intends to concentrate on PR efforts for the upcoming year, such as increasing publicity for adult programs and offerings and making an extra effort to send articles to the Arlington Advocate about services and collections. Ms. Ruderman suggested publicizing new book lists. Other goals involve making a space plan for the growth of the collections, increased attention to collection development and working on accomplishing all activities in the long-range plan. The trustees will review their goals at the August meeting.

Children's Room chairs

Ms. Loud obtained pricing to convert the upholstered chairs to wooden ones. A motion was made by Ms. Lawrence to allocate \$980 from the Fundraising furniture/equipment fund for this process ; seconded by Mr. Murphy. Passed unanimously.

Fundraising allocations

\$11,445 was received from the December 2000 solicitation. So far, \$6,395 has been allocated, either by trustee vote or specific donor intention. Ms. Loud would like to spend the rest (\$5,050) to purchase books. A motion in support of this was made by Ms. Ruderman ; seconded by Ms. Radochia. Passed unanimously. From the 1999 solicitation, most of the money was allocated. \$1,000 had been earmarked for Fox videos, but branch staff would prefer to obtain them from Robbins on long-term loan. Ms. Ruderman made a motion ; seconded by Ms. Lawrence, to re-allocate this sum for general video purchases. Passed unanimously. An additional amount of \$300 received after the 1999 solicitation was allocated for book purchases on a motion by Ms. Lawrence ; seconded by Mr. Murphy. Passed unanimously.

Space planning

Ms. Loud has taken part in a few meetings with architects Joel Siegler and Melissa Bennett. They presented proposed layouts for the lobby and adult services workroom areas. The lobby plan uses kiosks and other vertical items and makes more use of corners. Ms. Loud believes that we will still need to use some tables as display space. She has also made visits to bookstores to view their displays. Ms. Loud will present the final proposal at a later meeting.

Adjournment

The meeting was adjourned at 9:25 PM. The next meeting will be held at **7:00 PM** on Tuesday, August 14, 2001.

Respectfully submitted,

Cynthia Diminture